

Town Clerk Annual Report FY 2003-2004

The Town Clerk serves as a liaison between Town Council and the general public. As an appointee of Town Council, the Clerk is responsible for creating and preserving the public record and ensuring that information on local government activities is made available to citizens upon request. The Clerk's office supports an open, accessible government that provides a communication link between the citizens and the local governing body.

- Served as State designated Records Manager for Town of Blacksburg.
- Provided 2004 Update for Emergency Response Resource information.
- Actively participated in continuing education programs through local government training and professional affiliations with Virginia Municipal Clerks Association and International Institute of Municipal Clerks.
- Prepared Disaster Recovery Plan for protection of Town records and historic documents.
- Coordinated Council/Virginia Municipal League joint activities and citizen outreach.